Approved For Release 2000/05/08 : CIA-RDP78-03578A000200050004-2

REQUEST FOR THE APPROVAL OF FORMS

[SEE FORMS REQUISITIONING PROCEDURE IN REGULATIONS [redacted]]

COMPLETE IN DETAIL - SUBMIT IN ORIGINAL ONLY

THIS SPACE FOR RECORDS MANAGEMENT USE ONLY

APPROVED FORM TITLE

FORM NO.	CODE NO.	DATE APPROVED
		25X1A

TO: Records Management and Distribution Branch
Room 126, Bldg. [redacted]

THIS DATE: 24 June 1954 25X1A

FROM: (Office) Office of Personnel
AD/P, SA for Career Service

NAME OF PERSON TO CONTACT: [redacted]

ROOM NO. AND BLDG.: 223 Curie

TELEPHONE: 689 25X1A

BASIC APPROVAL DATA

BRIEF DESCRIPTIVE TITLE OF PROPOSED FORM
Application for Membership in the Career Staff

[X] NEW FORM [ ] REVISION

ESTIMATED MONTHLY USAGE: 100 (see below)

FORM NO. OF EACH CURRENT FORM SUPERSEDED: n.a.

SUPPLY OF CURRENT FORMS: [ ] TO BE USED n.a. [ ] *NOT TO BE USED

UNIT, SECTION AND/OR DIVISION PROCEDURALLY INITIATING PROPOSED FORM OR MAINTAINING RECORDS THEREON
~~Executive Director~~, CIA Selection Board, for Assistant Director for Personnel

OTHER INTERESTED OFFICES OR AGENCIES
~~None~~ none — Official Personnel Folder

COORDINATED FOR STANDARDIZED APPLICATION: [X] YES [ ] NO

CONCURRENCES (INTRA-AGENCY OFFICES OR OFFICIALS)
DCI and CIA Career Service Board have concurred.

INDICATE BRIEFLY WHAT THE PROPOSED FORM WILL ACCOMPLISH OR PROVIDE (ATTACH ONE COPY OF NEW OR REVISED PROCEDURE)
It will inform eligible individuals that they may join the Career Staff, will outline the benefits and obligations connected therewith, will serve as acknowledgement and application, and will, upon acceptance or rejection, form a permanent part of the individual's Personnel Jacket as record of action in regard to his application. 25X1A
(See Regulation [redacted])

NO. OF COPIES PREPARED AT ONE WRITING

COPY	ROUTED TO	PURPOSE SERVED BY ROUTING
1.	(orig.) Eligible Individual	To allow individual to apply ~~(routed to AD/P)~~
2.	and returned through channels to the CIA Selection Board, Office of Personnel)	and to permit action by the CIA Selection Board. then
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

METHOD OF WRITING: [ ] PENCIL [X] PEN [ ] TYPEWRITER [ ] OTHER (Specify)

TYPE OF FILE: [X] FOLDER (PRESS FASTENER) [ ] FOLDER (LOOSE OR STAPLED) [ ] BINDER (3 RING) [ ] BINDER (POST) [X] VERTICAL [ ] VISIBLE [ ] OTHER (Specify)

Remarks:

In regard to "estimated monthly usage": the ~~estimate above~~ above estimate B (100) will be applicable once the initial selection is complete. However, initially a large number will be required ~~stocked~~, 5,000 for the ~~AD/P for~~ eligible applicants, and ~~a sufficient number~~ to be attached to the forthcoming [redacted] (~~# to be determined by RCS~~). 5,700 8700

It is requested that neither the Form Number or the date of approval be included as a part of the application when it is reproduced. 25X1A

Please supply final page proof. Please deliver 5000 to AD/Pers and hold 8700 to be used by Regulation Control Staff.

Signature

689
Telephone

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*SUPPLIES OF OBSOLETE FORMS SHOULD BE FORWARDED TO THE SUPPLY DIVISION WITH FORM NO. 36-24, PREPARED IN TRIPLICATE

FORM NO. SEP 1953 30-11 REPLACES APR 53 EDITION WHICH MAY BE USED. (38)